

Paying Invoices

Overview

This process outlines the steps involved in paying an invoice on MyBuildingPermit.com.

Preparation/Requirements

This process requires a customer account with MyBuildingPermit.com and a credit card.

Instructions

1. Log in to MyBuildingPermit.com.
2. Click on the **Cart** tab at the top of the page. All outstanding invoices are listed.
3. Check the box(es) on the left to select the invoice(s) to pay. Click on the box at the top left to select all the invoices.
4. Click the **Check Out** button.
5. Enter your billing address. Note that fields with a red asterisk * are required.
6. Click the **Save** button.
7. Click the **Next** button.
8. On the next screen, pick the desired billing address.
9. Click **Next** button.
The *Order Summary* screen displays the billing address and the total amount to be paid.
10. Click **Next** button.
11. Enter your credit card information. Note that fields with a red asterisk * are required.
12. Click the **Submit Payment** button once. If you click more than once, your credit card account may be charged multiple times.
The order confirmation displays with an order tracking number, indicating that the transaction is complete.

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Order Confirmation

ORDER CONFIRMATION

You have successfully completed your purchase. Your order tracking number is **106778**. This number is different from your permit number and is used only for administrative and processing purposes. Your permit number will be issued electronically.

Your receipt will be sent via email within the next few minutes.

If this purchase includes an over-the-counter (OTC) permit, you should receive the permit via email within 3 hours.

If this purchase includes fees for a plan review application, your receipt will include the Permit Number, which will also appear on your "Plan Review Dashboard".

If you do not receive either of these within 24 hours please e-mail egovsupport@ecitygov.net.